

## 14.105 INFORMATION DESK REFERENCE

### **Reference:**

Procedure 18.120 - Standards for Releasing  
Information to the News Media

### **Purpose:**

To establish a centralized location for the collection of police information for internal use by the Police Chief and command staff on a 24-hour basis regarding current crimes, investigations, major incidents, pending events, or activities where potential hazardous crowd situations may develop.

### **Procedure:**

#### A. Information Desk:

1. The information desk is located at Police Communications Section (PCS), Line 3920. Officers with items for the desk will call Line 3920 and ask for the PCS officer in charge (OIC).

#### B. Responsibilities:

1. The OIC on each working shift assigned to the districts/sections listed in Section B.1.b. will ensure the required information is immediately telephoned to the information desk when it becomes available.
  - a. Personnel are never to refer queries from the news media to PCS. Personnel who receive such requests for information from the news media will refer to Procedure 18.120 (Standards for Releasing Information to the News Media).
  - b. In addition, the OIC on each working shift will ensure the information desk is telephoned according to the following schedule to ensure no information has been overlooked:

District 1	0500-1300-2100 Hours
District 2	0505-1305-2105 Hours
District 3	0510-1310-2110 Hours
District 4	0515-1315-2115 Hours
District 5	0520-1320-2120 Hours
CIS	0525-1525-2325 Hours

2. Information regarding the following offenses or situations should be telephoned to the information desk. If more than one offense occurs, each offense will be reported.

- a. Major Offenses:

- 1) Homicide
- 2) Aggravated Robbery
- 3) Rape
- 4) Aggravated Arson
- 5) Kidnapping and Abduction
- 6) Felonious Assault
- 7) Any offense where an injury occurs which might result in death
- 8) Any offense where an unusual amount of items is taken or an unusual amount of damage results
- 9) Any offense involving explosives

- b. Shots fired

- c. Severe injuries to police personnel

- d. Critical missing persons

- e. Use of force (hospitalization required)

- f. Stakeouts (unless secrecy is necessary)

- g. Any incident where trouble is anticipated: strikes, demonstrations, rumors, crowds, details, areas of racial tension, parades, athletic events, etc.

- h. Fatal automobile accidents, spectacular automobile accidents or automobile accidents involving injury which might result in death

- i. Any event which, in the opinion of the OIC,

3. The OIC of each working shift will ensure dispositions are telephoned to the information desk as soon as they become available.
4. PCS will record the information received on an Information Desk Report (Form 643).
  - a. Deliver four copies of the report to the Patrol Bureau Commander by 0800 hours each weekday morning.
  - b. PCS will file the original report by date.
5. Before the end of his tour of duty, the third shift OIC will provide the news media with pertinent information from the information desk via the police voice mailbox system.

## Procedure 14.105 Index

This procedure appears in the main Procedure Manual Index in the following manner:

Page C-4

## COMMUNICATIONS:

Information Desk

14.105

Page C-5

## COMMUNITY RELATIONS:

Information Desk

14.105

Page I-2

## INFORMATION:

Information Desk

14.105

Page N-1

## NEWS MEDIA:

Information Desk

14.105